

## HOW TO TERMINATE A CONTRACT

In every contract, there is specific termination language. When a contract needs to be terminated, the process outlined in the contract must be followed. The following table outlines the responsibilities of BCM and the Divisions when terminating a contract.

Division Responsibilities	BCM Responsibilities
1. Review the original contract for termination requirements. (Service Contract – Part I, Sec. E Vendor Contract – Attachment A)	
2. Send a letter to the Contractor notifying them of the termination. The Division must follow the requirements as outlined in the Contract.	
3. Send a copy of the termination letter to BCM.	
	4. BCM will review and file the termination letter.
	5. In the Contract log, BCM will mark the Contract as terminated.
6. Division is responsible to ensure that all payment approvals in USSDS are terminated.	
	7. BCM is responsible to ensure that all contract records in USSDS are terminated.

If the Contractor terminates their contract, instruct them to follow the termination language in their contract in their termination letter sent to the Division with the termination date. Immediately forward a copy of the termination letter to BCM to be filed with the contract. The Division is responsible to ensure that all payment approvals in USSDS are terminated. BCM will terminate all contract records.

**NOTE: Once a contract has been terminated it cannot be amended or reinstated through an amendment.**